

Workplace Alaska

Class Specification Natural Resource Technician II

Created:
12/30/1997 by Adrienne Snow
Finalized on: 11/16/2002

AKPAY Code: P6632
Class Outline Cat: A
Approved by: Dianne Corso

Class Code: PH0302
Class Range: 12
Class Status: Active

Category:
Original Date: 09/24/1982

Class Title: Natural Resource Technician II
Use MJR Form: Standard

Original Comments:

Established. Incorporates Land Management Technician I; Land Management Officer I-V; Deputy Director, NR; Park Technician I-II; Park Ranger III; Park Planner I-IV; Forester III-IV; State Recorder; Chief, Park Maintenance and Operations.

Subsequent Revision Dates/Comments:

10/10/94 Update of clerical references in the NRT MQs (CDswanson).
05/01/95 Minor change to NRT II MQs (CDswanson).
11/16/2002 - Natural Resource Technician study, new class code from P6652, revised specs and broadened MQs (cpreecs/jkidd).
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** E **SOC:** 19-4099 **Census:** 03

Last Update Comments:

Definition:

Under general supervision, Natural Resource Technicians II perform journey level technical work in support of professional staff in the development, administration, analysis or implementation of programs to manage land, water, mineral, forest, oil, gas, agricultural, natural and cultural history, parks and related surface and subsurface resources of the state.

Distinguishing Characteristics:

Natural Resource Technicians (NRT) II perform systematic, recurring assignments based on specific instructions or established statutes, regulations, policies and procedures. Work assignments require a general knowledge of a specific natural resource management program, comprehension and evaluation of the subject matter, procedures, guides and references. Tasks are usually repetitive and problems require standard solutions. Work is performed independently and reviewed on completion for technical accuracy.

NRT II is distinguished from the NRT I by the familiarity of the NRT II with the specific area of natural resource management and with the breadth of natural resource programs and by the requirement to perform most duties with minimal supervision. Incumbents may also lead others in the clerical or technical aspects of program administration.

NRT II is distinguished from the NRT III by the requirement for the NRT III to have detailed knowledge of a specific natural resource management program in order to handle difficult or sensitive technical matters and by the higher degree of independence.

The NRT II is distinguished from the Natural Resource Specialist (NRS) I in that the NRTs II perform technical level research to confirm status and completeness of application forms whereas the NRS I positions require professional level research, analysis and decision making.

Examples of Duties:

PUBLIC INFORMATION

Respond to public inquiries received in person, over the telephone and through the mail or e-mail; provide information to the public regarding a variety of DNR programs.

Assist the public with land use authorization forms and applications, researching case files and determining land status.

Make presentations in classrooms or other public forums or at information booths.

TITLE SEARCH

Conduct simple title searches: compare case files against status plats; abstract land title status information; identify easements, rights-of-way, encumbrances; identify and correct erroneous information; and determine that the state has sufficient title before a particular action is taken.

ADJUDICATION

Prepare simple permits for land use, water use and mineral rights such as routine transactions for private use with only one party requesting an action. Review applications for proper signatures and data; research request by referencing maps and aerial photos to identify the location of the requested use; read and proof legal descriptions, title reports, classification reports; perform field work; identify sources of conflict with other resource users; prepare permits for approval by the supervisor or identify conflicts that need resolution by

the supervisor.

Assist with contract and title preparation; prepare legal descriptions, maintain and update customer information and other land-based computerized databases; prepare files for issuance and print plats and other background information for files.

Assist with the investigation of complaints of permit violations, conduct field inspections, document noncompliance and recommend resolution.

Plot legal descriptions into maps and verify staking information provided by individuals.

PARK MANAGEMENT

Explain general and local park programs to the public and other agencies; explain historical and natural features to park visitors.

Collect fees and donations; prepare and make bank deposits.

Perform general park maintenance.

Lead the work of volunteers and the Alaska Conservation Corps.

Identify park hazards and warn visitors; may participate in search and rescue efforts.

Research and write for park programs, interpretive displays, presentations and informational brochures.

HISTORY AND ARCHAEOLOGY

Assist with historic property data management and research in library sources and land management databases; respond to requests for information on historic sites for resource management, preservation and planning.

Assist in archaeological excavations; record and catalog artifacts recovered from field projects on state land.

RESOURCE PLANNING AND MANAGEMENT

Assist natural resource professionals such as Natural Resource Specialists, Natural Resource Managers, Foresters, Geologists, and Hydrologists to gather information from land management databases, compile data and prepare publications and presentation materials.

Participate in public meetings or hearings to collect information on a particular resource issue, speak on a topic of concern or assist in resolving an issue.

Verify title prior to the sale of land; recommend whether parcel or areas of state land can be offered for sale.

Determine data presentation method.

OTHER DUTIES

Research standard references to obtain routine and specific information.

Review files and records to extract and summarize information for research assignments.

Collect, compile and summarize statistical data in chart or narrative form.

Draft and sign routine correspondence.

Knowledge, Skills and Abilities:

Working knowledge of Geographic Information System technology used in the management of natural resource in the State of Alaska.

Working knowledge of standard office computer operating systems and software.

Knowledge of correct English usage, spelling and punctuation.

Knowledge of basic research skills and writing protocols.

Knowledge of filing and basic record keeping systems.

Some knowledge of the assigned natural resource management subject area.

Some knowledge of the basic techniques and practices of surveying and mapping.

Ability to maintain records and prepare reports with statistical information.

Ability to drive or operate equipment assigned.

Ability to collect, record and transcribe field data and field notes accurately.

Ability to effectively communicate with the public orally and in writing.

Ability to develop and maintain good working relationships with coworkers and the public.

Ability to lead the work of clerical staff, volunteers or interns.

Minimum Qualifications:

Six months of experience at the entry level performing technical functions of natural resource management equivalent to a Natural Resource Technician I, Forest Technician III or Environmental Technician I with the State of Alaska.

OR

Six months of clerical work experience equivalent to an Administrative Clerk III or Recorder I with the State of Alaska.

OR

16 semester hours or 24 quarter hours of college course work from an accredited institution.

OR

Any combination of the above where 3 semester hours or 4 quarter hours is equivalent to one month of experience.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Do you have 6 months of experience at an entry level performing technical functions of natural resource management equivalent to a Natural Resource Technician I, Forest Technician III or Environmental Technician I with the State of Alaska?

Or Substitution:

Do you have 6 months of clerical level work experience equivalent to an Administrative Clerk III or Recorder I with the State of Alaska?

Or Substitution:

Do you have 16 semester hours or 24 quarter hours of college course work from an accredited institution?

Or Substitution:

Do you have any combination of experience and education totaling 6 months of entry level work performing technical functions of natural resource management equivalent to a Natural Resource Technician I, Forest Technician III, Environmental Technician I or clerical level work equivalent to an Administrative Clerk III or Recorder I with the State of Alaska, or college course where 3 semester hours or 4 quarter hours equal one month of experience?